

Subject: Fwd: Early Submission of D-Time For Pay Period ending November 20, 2021

From: "Bill Lopez Jr." <bill.lopez.jr@lacity.org>

Date: 11/16/2021, 1:03 PM

To: Barry Rankins <barry.rankins@lacity.org>, Gildardo Luna <gildardo.luna@lacity.org>, Julio Hernandez <julio.hernandez@lacity.org>, Leopoldo Uribe <leopoldo.uribe@lacity.org>, Anahli Avina <anahli.avina@lacity.org>, Crystal Paz <crystal.paz@lacity.org>, Eduardo Velasco <eduardo.velasco@lacity.org>, Jennifer Casillas <jennifer.casillas@lacity.org>, Kristal Huizar <kristal.huizar@lacity.org>, Sabrina Corral <sabrina.corral@lacity.org>

Please plan accordingly.



----- Forwarded message -----

From: **Rose Watson** <rose.watson@lacity.org>

Date: Tue, Nov 16, 2021 at 1:02 PM

Subject: Early Submission of D-Time For Pay Period ending November 20, 2021

To: Rose Watson <rose.watson@lacity.org>

Good afternoon RAP Team,

Due to Thanksgiving Holiday occurring on Thursday & Friday, November 25 & 26, 2021, the following schedules must be followed:

- **D-TIME** time sheets must be SUBMITTED by the end of the day on Thursday, November 18, 2021, to give Approvers and Timekeepers time to correct and approve D-Time.
- **Paper-based** time sheets must be RECEIVED in the Payroll Section no later than 12:00pm on Thursday, November 18, 2021.

D-TIME must be APPROVED by NOON on Friday, November 19, 2021.

Do not reject D-TIME time sheets after payroll deadline. Call or email your Payroll timekeeper for any changes/corrections on the employee's timesheet.

Please see attached Memo for additional information.

Thank you for your cooperation!

****Please share information with staff who do not have access to a City email****

Rose Watson

Public Information Director

Media Relations/Marketing Division

laparks.org

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- [Attachments-16/EARLY SUBMISSION 11-2021-TG.pdf](#)